



Lord Fairfax Health District
Shenandoah County Health Department
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*******IMPORTANT APPLICATION NOTICE*******

Your completed application and fee **MUST ARRIVE** in our office at least
10 DAYS PRIOR TO THE SCHEDULED EVENT

In order to obtain a permit to serve food at special events in Shenandoah County, the following items must be submitted to our office:

- **Application –**
 - Please fill out application completely. If something does not apply to your establishment, simply write N/A in that area. If any lines are left blank, your application may be returned to you for lack of information provided.
- **Fee –**
 - Application Fee is \$40.00. This is a one-time fee and is good for calendar year (January 1-December 31).
 - **Already paid for the year?** Please send proof of payment along with your application.
- **Non-Profit Vendors**
 - Are exempt from fee with Proof of Exemption.

APPLICATION FOR A VIRGINIA DEPARTMENT OF HEALTH TEMPORARY FOOD ESTABLISHMENT PERMIT

TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES. Incomplete or illegible applications may result in the paperwork being returned to applicant.

TEMPORARY FOOD ESTABLISHMENT OPERATOR INFORMATION	
Facility Name (DBA):	On-Site Contact's (Person In Charge) Name:
Legal Owner's Name (if applicable, give entity name):	On-Site Contact's Cell Number & E-mail Address:
Owner's Mailing Address:	Type of Owner: <input type="checkbox"/> For Profit <input type="checkbox"/> Charitable – Not for Profit * <small>* If Charitable, type of organization: _____ (proof of status may be required)</small>
Owner's Phone Number(s) & E-mail Address:	Facility Type: (Note: If you have more than one facility, a separate application is needed for each facility) <input type="checkbox"/> Pushcart <input type="checkbox"/> Trailer <input type="checkbox"/> Tent/Canopy <input type="checkbox"/> Building <input type="checkbox"/> Booth <input type="checkbox"/> Other _____
EVENT INFORMATION	
Event Name:	Event Organizer's Name:
Event Location (address):	Event Organizer's Phone Number & E-mail Address:
Event Date(s):	Type of Event: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor * ♦ If outdoor, will the event occur regardless of weather conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No
Anticipated Max. Attendance at Peak Time: _____	Anticipated Hours of Operation: (Note: TFE Permit required prior to operation)
Time Set-Up Completed & Ready for Inspection:	

Health Department Use Only Amount Paid: _____ <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Check number _____ Receipt number: _____ Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No ^ (see reason below) Reviewer's Initials: _____ Risk Category: <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 ^ Reason(s) for Denial: _____ _____ _____	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

Booth Construction

Overhead Covering: ☐ Canvas ☐ Wood ☐ Other: _____

Floor: ☐ Asphalt ☐ Concrete ☐ Wood ☐ Other: _____

Walls (if applicable): ☐ Screens ☐ Concrete ☐ Wood ☐ Other: _____

Booth supplied by: ☐ TFE Operator ☐ Event Organizer ☐ Rent from: _____

Sketch the general layout of the Temporary Food Establishment on page 4 of this application.

Water:

Provided by: ☐ Event Coordinator ☐ TFE Operator

Source (if not provided by the event): _____

Food grade hose provided: ☐ Yes ☐ No

Utensils and Equipment (check all that apply):

- ☐ Single-serve eating and drinking utensils
☐ Multi-use kitchen utensils

Type of Utensil Washing Set Up:

- ☐ Three basin set-up
☐ Shared three compartment sink (if pre-approved)
☐ Three compartment sink within a food establishment

Sanitizer to be used:

- ☐ Chlorine ☐ Quaternary Ammonia
☐ Other _____

Type of test strip provided: _____

Wastewater Disposal:

Provided by: ☐ Event Coordinator ☐ TFE Operator

Method (if not provided by the event): _____

Frequency of liquid waste removal: _____ gallons per day

Handwashing Facilities:

Provided by: ☐ Event Coordinator ☐ TFE Operator

Type of handwashing facility:

- ☐ Gravity-fed water with spigot/bucket
☐ Self-contained portable unit (with potable water and waste water holding tanks)
☐ Plumbed with hot and cold water under pressure

Hand Soap, single-use towels, trash receptacle, and handwashing sign shall be provided at all handwashing sinks.

Food Storage or Display Equipment:

Identify all holding equipment (hot/cold) that will be used:

Cooking Equipment:

Identify all cooking equipment that will be used:

Toilet Facilities for Food Employees:

Provided by: ☐ Event Coordinator ☐ TFE Operator

Method (if not provided by the event): _____

Electrical Supply:

- ☐ Refrigerator or Freezer available
☐ Lighting available

Food Transportation:

Identify how food will be transported to event:

Refuse Removal:

Provided by: ☐ Event Coordinator ☐ TFE Operator

Method (if not provided by the event): _____

Food Employees:

Number of food employees: _____

On-site Certified Food Manager available: ☐ Yes ☐ No If yes, Name: _____

FOOD INFORMATION:

Food Source(s):

LIST ALL FOOD/BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR GIVEN AWAY. Include information on vegetable garnishes and condiments.

Menu Item	Pre-packaged	Prepared on site	Prepared at Other Location **	On-site preparation methods
Example: Hamburgers	No	Yes	No	Frozen hamburger patties cooked to 160°F on a gas grill. Cooked after a customer's order.

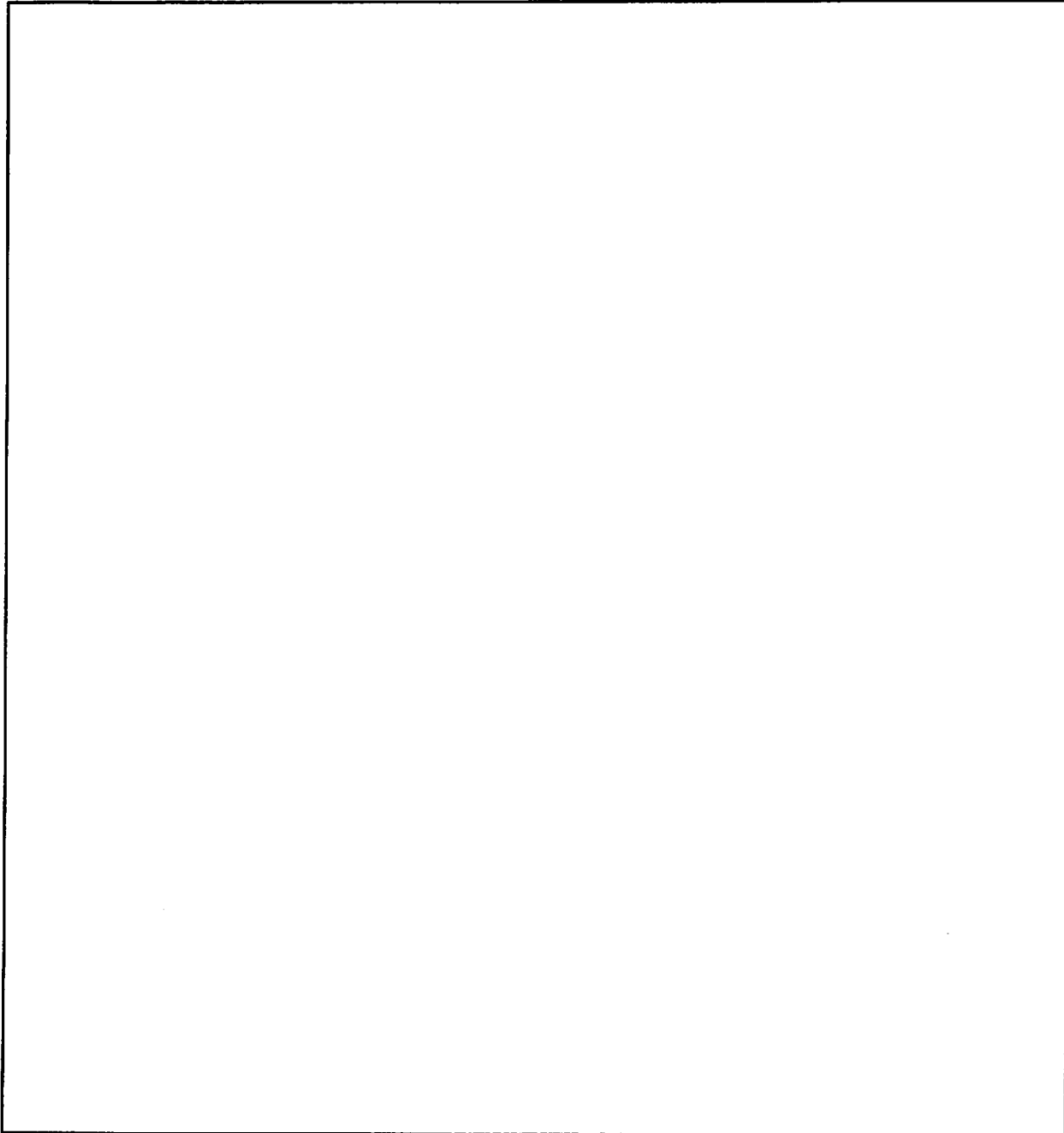
****For food items that will be prepared at other location provide the following information and obtain required signature from approved food establishment.**

Food Establishment Name:	Name of Permit Holder (print):
Food Establishment's Physical Address:	Permit Holder's Phone Number:
	Signature of Permit Holder:
	Date:

Sketch below the general layout of the Temporary Food Establishment

Indicate the location of the following:

1. Location of cooking and holding (hot/cold) equipment
2. Location of handwashing and utensil washing facilities
3. Location of trash disposal containers
4. Location of work tables, food and single-service storage



A temporary food establishment permit will not be issued until it is verified that the Temporary Food Establishment meets the Virginia Food Regulations, as summarized in the Temporary Food Establishment PIM, and the permit has been signed and approved by the regulatory authority. Additionally, the undersigned is aware that non-compliance may result in suspension or revocation of the temporary food establishment permit.

Applicant's Name (Print): _____ Applicant's Signature: _____

Commonwealth of Virginia



LORD FAIRFAX HEALTH DISTRICT Guidelines for Temporary Food Establishments

A "TEMPORARY FOOD ESTABLISHMENT" IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.

1. Facilities for handwashing MUST be provided prior to food handling. These facilities shall include one of the following:
 - A. Soap, hot and cold running water, and disposable towels.
 - B. Soap, warm water in a completely enclosed container with a spigot and catch basin, and disposable towels.
2. The food facility must be provided with an approved water supply and ice supply. Enough water must be available for: food preparation, cleaning and sanitizing of utensils and equipment, and hand washing. In addition, if the facility is connected to a municipal water supply it must have a *food grade* hose with a backflow prevention device.
3. All gray water and sewage, including liquid waste from sinks, hand washing, ice storage, equipment drains, or other sources, are to be disposed of in an approved manner. Gray water and sewage shall be disposed into an approved sanitary sewage system or an approved wastewater retention tank - NOT DUMPED ON THE GROUND.
4. Facility MUST have a *Metal Stem Food Thermometer* (0-220°F) on site for testing food.
5. FOOD HANDLERS ARE TO FOLLOW APPROVED PROCEDURES WHEN PREPARING AND SERVING FOOD:
 - A. *Wash Hands Frequently*, especially after using the restroom, smoking, performing any cleaning activity, before donning single-use gloves, or when switching between working with raw foods and ready-to-eat foods.
 - B. *Do Not Touch Ready-to-Eat foods with Bare Hands*, except when washing fruits and vegetables. Suitable utensils such as deli paper, spatulas, tongs, single-use gloves, or dispensing equipment must be used. "Ready-to-eat food" means food that is in a form that is edible without washing, cooking, or additional preparation by the food establishment or the consumer. Food employees shall minimize bare hand and arm contact with exposed food that is not in a ready-to-eat form.
 - C. Wear clean outer clothing, and hair restraints that effectively keep hair from contacting exposed food and food contact surfaces are to be worn. No hand or arm jewelry is to be worn. Unless wearing intact gloves in good repair, a food employee shall not wear fingernail polish or artificial nails when working with exposed food.
 - D. No eating, drinking, or smoking in food preparation or service areas.
6. Adequate facilities shall be provided to maintain *potentially hazardous foods* at required temperatures at all times. *A full definition of potentially hazardous foods may be found in the Virginia Food Regulations 12-VAC 5-421, a digital copy is available upon request.*

REQUIRED MINIMUM TEMPERATURES*:

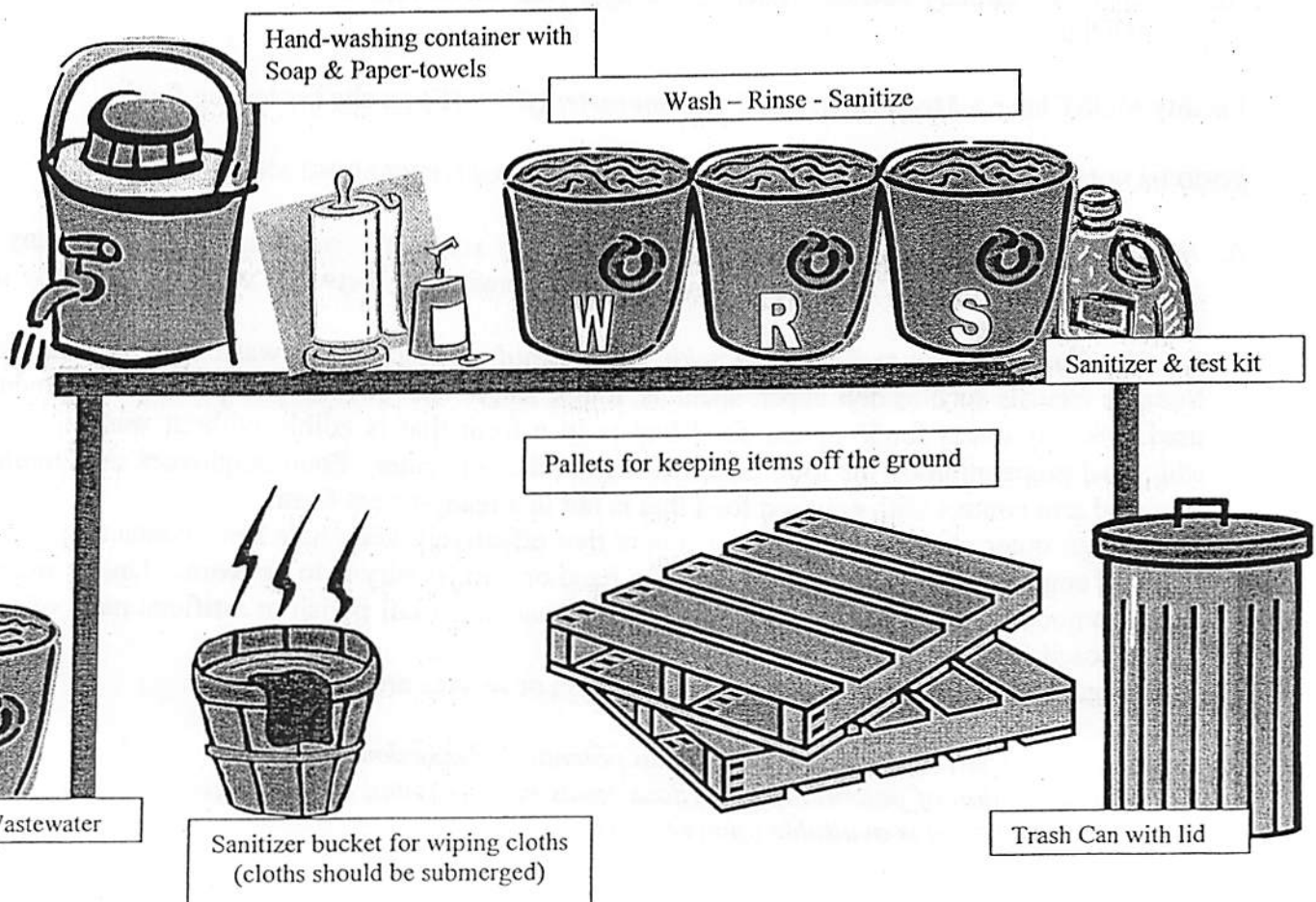
<u>Holding</u>	<u>Cooking</u>
Cold holding 41°F or below	Poultry 165°F
Hot holding 135°F or above	Comminuted Meats/Fish 155°F
Re-heated foods MUST be cooked to 165°F min.	Pork, Fish, Eggs 145°F

*Be sure to place a thermometer in each cold holding unit to verify product temperatures.

"Comminuted" includes fish or meat products that are reduced in size by methods such as chopping, flaking, grinding, or mincing or a mixture of two or more types of meat that have been reduced in size and combined. Examples include but are not limited to ground beef, sausage, gyros, or gefilte fish.

7. Cleaning and Sanitizing:

- A. A properly plumbed three-compartment sink with hot and cold running water OR **three (3) basins** large enough to accommodate the establishment's largest piece of equipment shall be provided for washing, rinsing, and sanitizing of food contact surfaces, utensils, and equipment.
- B. A **Sanitizer Test Kit** will be required to monitor strength of sanitizer used on food contact surfaces, utensils and equipment. Concentrations: **Chlorine:** 50-100 mg/L (ppm); **Quaternary Ammonia Compound:** 200-400 mg/L (ppm); **Iodine:** 25 mg/L (ppm).
- C. Air dry items or dry with a disposable paper towel.
- D. For disposal of items, use trash bags in cans with tight fitting lids.
- E. Adequate cleaning supplies and equipment are to be provided for sanitizing utensils, equipment, and wiping cloths. Examples: buckets, cloths, detergents, and sanitizer. (Sanitizer swabs recommended for metal stem thermometers)
- F. Food preparation should only be done on smooth and easily cleanable counters and tables.
- G. An example of a proper temporary event sanitization set-up is displayed below:



8. All cooked or prepared food shall be served on or in single-service paper/plastic utensils or similar articles intended for one-time, one-person use and then discarded.
9. All cooking, food preparation, service, display, and storage areas are to:
 - A. Have an approved wind resistant and waterproof overhead covering.
 - B. Be adequately protected from contamination from sneezing/coughing, dust, and vermin.
 - C. Be completely separated from public access by an effective barrier such as ropes or tables.
 - D. Be designed to protect condiments by using individual packets or approved covered dispensers.
 - E. Store food, beverages, utensils, and paper products a minimum of 6" off the ground and covered.
 - F. Have a floor to adequately control dust and mud.
11. A Person in Charge must be present during all hours of operation. The Person in Charge shall be a certified food manager OR demonstrate knowledge of food borne disease prevention and the requirements of the Virginia Food Regulations by correctly responding to questions presented by the health department as they relate to the specific food operation.
12. No home cooked or home canned foods are allowed.

All food preparation shall be done on site or properly transported from a licensed food facility (Include a copy of the permit for the licensed facility with the Temporary Food Establishment Application).

Food establishment operations are not to be conducted in a private home, unless its specific use has been approved by the Virginia Department of Agriculture and Consumer Services (VDACS). (Include supporting documents with the Temporary Food Establishment Application.)
13. A Temporary Food Establishment Permit is not needed if only "Pre-packaged Food or Beverages" are offered, which means ready to eat or drink commercially individually packaged food or beverages such as chips, crackers, bottled water, or soda.

For bake sales without any food preparation on-site. A kitchen in a private home may be used to prepare non-potentially hazardous foods for sale or service at a religious or charitable organization's bake sale if allowed by law. The consumer is to be informed by a clearly visible *placard* at the sales or service location that the "*food is prepared in a kitchen that is not subject to regulation and inspection by the regulatory authority*". Examples of non-potentially hazardous foods include: cookies, non-filled pastries, fruit pies, cakes, brownies, and breads. It is recommended that the Event Coordinator keep a list of what was offered. A set of recommendations for bake sales is available from the health department.
14. All toxic cleaners and any other necessary items (i.e. lighting fluid, fuels, etc.) must be labeled and stored away from food.
15. These guidelines are not all inclusive, all Temporary Food Vendors are subject to the requirements as written in the Commonwealth of Virginia Board of Health Food Regulations (12 VAC 5-421).

IMPORTANT NOTE: IF THE INSPECTION REVEALS THE PRESENCE OF SUBSTANTIAL OR IMMINENT HEALTH HAZARDS, INCLUDING, BUT NOT LIMITED TO, INADEQUATE FACILITIES TO MAINTAIN REQUIRED FOOD TEMPERATURES, THE USE OF HOME- PREPARED FOOD, CONTAMINATED OR ADULTERATED FOOD, ILL EMPLOYEES, OR CONTINUING/FLAGRANT SANITARY VIOLATIONS, THE TEMPORARY FOOD ESTABLISHMENT SHALL IMMEDIATELY CEASE FOOD SERVICE OPERATIONS. OPERATIONS SHALL NOT RESUME UNTIL ALL VIOLATIONS HAVE BEEN CORRECTED AND APPROVED BY THE HEALTH OFFICER.